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2009

Meeting Minutes

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December 1, 2009

Civil Service Council

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Civil Service Council Minutes
December 1, 2009
Rathskeller Loft, University Union
8:30 am

Members Present:

Angie Campbell, Melissa Coleman, Tami Duzan, Paula Embry, Melissa Gordon, Tonya Green, Patty Hood, Tim Lewis, Suzanne Mathews, Mary Jo Montgomery, Michelle Morgan, Laurie Neese, Amy Richardson, Janet Werden

Members Absent:

Allen Bryant, Andrew Clapp, Mai Dao, Jerry Drummond, Cindy Starwalt, Jennifer Stout, Julie Winnett

Guests Present:

Jill Nilsen, Vice President – External Relations, Julie Wilson (ITS), Janice Spraker (New Student Programs); Cay Kolling (Staff Senate, ITS); Chuck Phillips, Director, Human Resources; Julie Benedict (EAC); Sandy Bowman, Assistant Director, Human Resources; and Dr. William Weber, Vice President of Business Affairs.

- I. Angie Campbell, President, called the meeting to order at 8:30 am.
- II. Minutes of 11-3-09 meeting were approved electronically.
- III. Guest Speaker: Jill Nilsen, Vice President, External Relations, presented the council with a Legislative Update. She spoke about the passing of HB1180, funding of the MAP grant; and the successful grass roots effort of higher education institutions working together. There continue to be to resolutions to watch regarding future MAP funding – HR54 and HR75. The State Senate will return to session February 11, 2010. She spoke about continuing budget issues; and proposals to pension changes, delayed state reimbursements and delayed federal stimulus money. The External Relations office has been renamed the University Advancement office.
 - Vice President Nilsen is retiring on December 31, 2009. Council members thanked her for keeping the council informed about Legislative Issues.
- IV. Updates
 - EAC Report – (Benedict)
 - i. Next Meeting – January 14-15, 2010
 - ii. The Merit Board has chosen to use the term “Notify” vs. “Approve” in the furlough language, which is consistent with layoff language.
 - iii. JCAR committee will review and/or approve this language. Input is still being accepted.
 - iv. The EAC committee continues to focus its efforts on ensuring that Administrative & Professional positions do not replace Civil Service classified positions.
 - Human Resource Report – (Phillips)
 - i. Mr. Phillips announced to the council that all IT personnel are Mandated Reporters for Child Pornography.
 - Business Affairs – (Weber)
 - i. Ethics Training has been completed
 - ii. Changes to Positive Time Reporting are forthcoming, working within the requirements of the Ethics Act, reporting time away from work in 15 minute intervals.
 - iii. 2010 Master Plan update (currently in Phase 3)
 - iv. 2011 Campus Wide Strategic Planning Process
 - v. Request for campus input, solicitation of ideas focusing on cost containment and efficiencies.
 - vi. Furlough - faced with approximately \$3 million in savings.
 - vii. Invited council members to attend speaker, Sam Glenn, event on Monday, December 7, 2009.

- Meeting with President Perry (Weber/Campbell)
 - i. E-billing system will be rolled out for student accounts, anticipated savings \$50k
 - ii. Exploring possibility of electronic paystubs, similar to electronic W-2s
 - iii. Furlough discussion
 - 1. Input still being accepted through CUPB
 - 2. 75% of budget associated with personnel costs, 25% of budget fixed costs
 - 3. State of Illinois has not received Federal Stimulus Funds yet
- Committee update
 - i. Election committee – Suzanne Mathews and Mai Dao have expressed interest to join.
 - ii. Personnel Committee: Angie Campbell, Tonya Green, Mary Jo Montgomery, Alternates: Patty Hood and Janet Werden
 - iii. Constitution Committee: Tim Lewis, Michelle Morgan, Tami Duzan, Paula Embry and Angie Campbell.
 - iv. Scholarship Committee: Tim Lewis, Tonya Green, Melissa Coleman, Mary Jo Montgomery.
 - v. Public Relations Committee: Melissa Coleman, Tonya Green, Cindy Starwalt, Laurie Neese, Angie Campbell
 - 1. Wednesday, January 20 - Meet and Greet at Doudna Fine Arts, Black Box studio (coordinated with Senate Staff). Seeking door prizes and considering changing event name (i.e. Pastry Bonanza, Donut Party, Eat and Greet).
 - 2. May 5 – Pizza gathering
 - vi. Salary Plan Committee – on hold

III. Old Business

- a. Staff Senate (Kolling) - invited Linda Holloway, Assistant Director, Payroll and Benefits, to its November meeting to present information on Sick Bank Policy.
- b. Superior Performance Program (Campbell) – reviewed proposed eligibility requirements.
- c. Furlough Policy and Comments – Several comments and questions have been received through the Civil Service Council and will be presented at the next Staff Senate meeting and forwarded to the CUPB.

IV. New Business

- a. Statement of Economic Interest (Bowman) - has been expanded to include more personnel.
- b. SURS Retirement Seminars – Civil Service Council and Staff Senate would like to host an onsite retirement seminar including individuals from SURS, Social Security, financial advisors.

Motion to adjourn (Embry/Duzan): The meeting was adjourned at 10:15 a.m.

Respectfully submitted, Patty Hood, secretary

The next scheduled Civil Service Council meeting is Tuesday, January 5, 2009 at 8:30 am in the Rathskeller Loft, MLK Union. All non-negotiated Civil Service employees are welcome and encouraged to attend.